

CITY OF MILWAUKIE

CLASSIFICATION: INTERN

Department: Varies

FLSA Status: Nonexempt

Pay Grade: 95

Union Representation: Non-represented

CLASSIFICATION SUMMARY:

Intern positions last no longer than six months. Position is designed to provide entry level professional work experience for people who are currently enrolled in college while performing meaningful and necessary work for the City. Works under close supervision of department director or assigned staff member. Duties will include such tasks as research and development of summary reports, review of internal processes, and special projects in respective field. More specific examples of duties for respective departments are:

Finance: A wide variety of financial and administrative duties. The primary focus will be to support operations in the finance department and to assist in preparation of the Comprehensive Annual Financial Report and the annual budget. May also include research and assembly of data for written or oral reports.

Human Resources: Conduct salary surveys, complete EEO 4, review policies and procedures and draft recommendations.

IST: Troubleshoots and installs IST equipment. Sorts, files and scans documents based on predetermined criteria.

Community Development: Performs project specific research and analysis, develops summary and findings of projects, and presents data.

Planning:

Provides assistance to the Planning staff on projects such as the following: development of GIS system to support land use system; records management including organizing and archiving land use files; research and preparation of reports on zoning, transportation planning including research project tracking and community outreach, field inspections and investigations (for development proposals, tree removal permits, and planning projects) review and organize past planning documents, including those for historic resources, design review, downtown and transportation planning.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Researches information in assigned area including financial and confidential data.
2. Performs analysis of information researched and makes recommendations to supervisor.
3. Creates spreadsheets in order to compile data.
4. Completes reports of findings.
5. Drafts letters and other correspondence.
6. Work on GIS system depending upon department.
7. Makes independent decisions on projects subject to supervisors review.
8. Purges documents according to state records retention law.
9. Archives records according to set procedures.
10. Data entry.
11. Inventory items.
12. Photocopy, scan, and fax items.
13. Maintains positive public relations with customers and is responsive to customer needs.
14. Develops safe work habits and contributes to the safety of self, co-workers and the general public of the City.
15. Contributes to a positive team atmosphere at the City.
16. Has regular and punctual attendance.
17. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office practices.
- Computer software including MS Windows operating system.
- Research methods.

Skills and Abilities to:

- Operate office equipment and a variety of word processing and software applications.
- Analyze data and discern logical conclusions.
- Present findings in written and oral format.
- Follow instructions.
- Carry out tasks with others or work independently.
- Operate a computer and do data entry and other functions.
- Communicate effectively.
- Establish and maintain positive working relationships.
- Work as a team member and cultivate a team climate.
- Perform the essential functions of the job.

INTERN

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Must currently be enrolled and pursuing a degree in related field of study. Preference given to those who are committed to work in local government.
- Some prior work experience in office setting preferred which may include work-study and/or volunteer positions.

Licensing/Special Requirements:

- Must be able to pass the city's selection process which may include a drug screen.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computers, printer, scanners, copy machines; phones and various office equipment.

Supervision:

- This position does not provide supervision to any other staff.
- Operates under the direct supervision of Department Director or assigned staff member.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in indoor setting.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 1-17-06

Revised: 5-14-08; 11/8/21